



**(EMS-MACC)
Emergency Medical Services
Multi-Agency Coordination
Center**

**Concept of Operations Plan
January 2015**

RECORD OF CHANGES

Change Number	Date	Page Number	Changes Approved By
Release	08/28/2013	All	Bill Salmeron
Revision	01/2015	All	

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Concept of Operations Overview

I. SCOPE

The scope of the Bureau of EMS Multi-Agency Coordination Center (BEMS MACC) shall be mission driven to coordinate EMS response efforts through the coordination of emergency medical personnel and transportation assets in support of regional/local EMS operations.

II. FUNCTION

The Louisiana Department of Health and Hospitals (LA-DHH) is the primary agency responsible for State ESF-8 Health and Medical Response. Local parishes have primary responsibility for their citizens in addressing health and medical activities and needs. To this end, the parishes shall:

- Develop comprehensive plans to include health and medical needs of their parish
- Identify and Close gaps
- Coordinate with local EMS services for transportation.

Local assets and parish contingency contracts should be used before requesting state assistance. Once the parishes have exhausted local assets and contracts, the state shall:

- Support the parishes by developing the necessary contingency contracts for medical resources (i.e. ambulances, personnel, etc.)
- Coordinate the request of parishes so as to develop a comprehensive state plan once the state has exhausted its resources and contingency contracts
- State shall coordinate requests for additional assistance with the federal government.

As an emergency develops, LA-DHH will activate and mobilize personnel, facilities, and material resources in accordance to the anticipated threat and state declared emergency. LA-DHH has primary responsibility for providing and coordinating medical support to State-operated Medical Special Needs Shelters and coordination and/or provision of mental health and crisis counseling. Public health,

medical services, and mass fatality activities will continue as long as deemed necessary by LA-DHH after the conclusion of the emergency or disaster.

The BEMS MACC has been designated to coordinate statewide EMS surge assets. Procedures identified in this document are applicable to all departments, agents, staff, and supporting state/regional/local entities with designated roles in BEMS MACC operations.

The BEMS MACC is supported by regional staff called Designated Regional Coordinators (DRC's). DRCs are affiliated with local EMS providers and are the primary point of contact in each LA-DHH region for EMS disaster planning and coordination. In times of disaster, EMS surge resources are deployed into each region and coordinated through this network.

III. BACKGROUND

The BEMS MACC has been identified as responsible for the following Emergency Support Functions Health and Medical (ESF 8) operations:

- Monitor and support hospital evacuation processes including the Medical Institution Evacuation Plan (MIEP) and Air Marshaling Point (AMP) operations.
- Monitor and augment nursing home evacuations should primary plans fail.
- Provide resources to augment local 9-1-1 EMS infrastructure.
- Monitor and support medical bus triage.
- Manage surge ambulance contracts and operations.
- Manage staff augmentation and ambulance transportation at state operated Medical Special Needs Shelters (MSNS) and Critical Transportation Need Shelters (CTNS).
- Coordination of ambulance transportation services in support of repatriation of designated evacuees.

As a result of planning efforts, there is an estimated total need of approximately 600 surge ambulances to support regional surge needs, MIEP, MSNS/CTNS/FMS locations, and bus triage locations in the event of a full coastal evacuation. (See Appendix A)

Access to additional ambulances is provided via contractual arrangements:

- LRAA-State Surge Contract Ambulances: Up to 110 units arriving within 24 hours of contract activation.
- Emergency Mutual Aid Compact (EMAC) Ambulances: Variable number of units arriving within 24 hours of activation.

- AMR Federal Ambulance Contract and Para-transit vehicles: Up to 300 units arriving within 24 hours of contract activation.
- A second tier of additional AMR Federal Ambulance and Para-transit vehicles: Up to 300 units arriving within 48 hours of activation (only if approved).

Due to size and complexity of operations, additional support staff will be contracted to support the BEMS MACC.

- Specifically, contractual support will be provided by Response Systems, Inc. to augment BEMS MACC and Regional EMS DRC staff.
- Support Liaisons for state, EMAC, and federal contracted ambulances will report to the BEMS MACC to provide operational support for their contracted resources.

IV. ASSUMPTIONS

Execution of this plan is based on the following assumptions:

- Medical surge transportation resources are necessary to support the incident.
- The BEMS MACC and all supporting contracts are activated to support State ESF-8 activities by the State Health Officer or designee.
- Enough time exists pre-disaster to activate the BEMS MACC and all supporting locations/contracts/personnel. If a shorter pre-disaster timeline exists, then resources may be limited.

V. BEMS MACC LOCATION

In a statewide or significant incident involving ESF-8 response, the Department of Health and Hospitals Emergency Operations Center (DHH/EOC) will be activated. The BEMS MACC is _____.

Comment [EF1]: See Below

The following BEMS MACC locations will be activated as appropriate:

- (1) Primary: Office of Public Health
Primary DHH EOC
8453 Veterans Memorial Blvd
Baton Rouge, La 70807

Comment [EF2]: Need to Discuss

(2) Secondary: Office of Public Health
Bureau of EMS/Region 2 DHH EOC
7173-A Florida Boulevard
Baton Rouge, LA 70806

The BEMS MACC will be activated upon initiation from the Director of the Bureau of EMS.

BEMS MACC operations will receive notification of pending activation from the DHH EOC notification protocols.

VI. STAFFING STRUCTURE

The BEMS MACC serves as the primary hub of statewide support for EMS Operations and provides information to all areas of ESF-8 Operations. The BEMS MACC facilitates, confirms, organizes and documents missions and information received from the GOHSEP State EOC. The BEMS MACC Manager has responsibility for the operations, staff, and all assigned contract liaisons and contract staff. The BEMS MACC is divided into several units supporting each function of EMS surge operations.

Manager: Manages all BEMS MACC and field support locations.

Resource Unit: Manages all logistics, human, material, and vehicular assets used by the BEMS MACC.

Situation Unit: Tracks all EMS surge missions.

Ambulance Branch Directors: Oversee all EMS operations pertaining to ground transport.

Communications Unit: Maintains and ensures adequate communications within the statewide BEMS MACC structure and deployed assets.

See the Organizational Chart and Job Action Sheets below (Appendices B and E) for more information on all positions within the BEMS MACC.

MACC staff will be comprised of a combination of DHH agency staff as well as contract staff employed to supply the necessary positions needed to complete the MACC team. The BEMS MACC Manager will work closely with other operational staff to assure the maximum efficiency of resources and assets and timely completion of assigned missions.

Comment [EF3]: Need to Discuss

The BEMS MACC receives requests for assistance via WebEOC. The BEMS MACC assigns the task to fulfill mission requests to the BEMS Operations Section Chief. All missions, tasks, and other communications are received and monitored to conclusion.

Comment [EF4]: Need to Discuss

VII. ACTIVATION

Upon notification of a major incident involving potential mass casualty or patient evacuation, the State Health Officer or his designee will authorize the BEMS MACC Manager activate the BEMS MACC. The BEMS MACC will be made operational as soon as possible in support of the declared emergency. Contractual resources will be activated and deactivated upon notification from the State Health Officer to the State EMS Director and BEMS MACC Manager.

The activation and mobilization of the BEMS MACC will be dictated by the nature, size, and scope of the incident.

See Appendix B for the BEMS MACC Organizational Chart.

Activation Procedure:

To activate the BEMS MACC, the BEMS MACC Manager shall notify all designated DHH and contract personnel assigned. Depending on the activation timeline, staff may be placed in the following statuses.

Alert:

Notification of this phase is to inform staff to maintain situational awareness and be available via phone, email, or radio for an updated status.

Standby:

Notification of this phase is to inform staff that the BEMS MACC has a high probability of activating and to be personally prepared to report for duty.

Activate:

Notification of this phase is to inform staff when the BEMS MACC will be activated and given a time to report for duty (usually within 12-24 hours).

Activation Team

1. The Activation Team will assume responsibility for establishing the operational integrity of the BEMS MACC. Their responsibilities shall include the set up and evaluation of all equipment and materials required to support operations.
2. Members assigned to the Activation Team are as follows:
 - ✓ BEMS MACC Manager
 - ✓ Resource Unit Leader
 - ✓ Logistics Section Chief
 - ✓ Operations Section Chief
 - ✓ Planning Section Chief
 - ✓ Finance/Admin Section Chief
 - ✓ Communications Unit Leader

As an event timeline progresses, additional staff will be mobilized accordingly.

VIII. OPERATION

Once activated, arrangements should be made for 24/7 staffing and operational support. In the BEMS MACC, there are a total of 8 Command and General Staff positions, 7 Branch Directors, 8-23 Groups Supervisors, and 13 Unit Leaders to be staffed for each 12 hour shift period.

When the BEMS MACC is activated, the Lecture Style floor plan should be utilized.

In the field, there are several BEMS MACC support locations and/or personnel.

- Ambulance Processing Site (APS): Is opened to receive and process incoming and demobilizing surge ambulance assets. Typically, this site is jointly staffed and supported by DHH, RSI, LRAA, and GOHSEP EMAC personnel. This site remains open for the duration of the event to support deployed assets and demobilization. The primary processing site is located at Lamar Dixon Expo Center in Gonzales La. A secondary unofficial location at the Region 2 DHH EOC is available in the event Lamar Dixon is not an option.
- Offsite EMS Liaisons: The State EOC and Federal Ambulance Processing Site will be staffed with BEMS MACC Liaisons.
- Regional Network: Each DHH Region has two to three EMS Designated Regional Coordinators also known as “EMS DRC” that provide year round support to regional EMS providers and overall EMS surge planning. During an event, all EMS DRC **will become contractors of BEMS** and work in their Regional DHH Incident Command Structure, coordinating incoming surge EMS resources and medical evacuation services. Regional DRC’s positions are supported by the staff augmentation contract from RSI Inc. during an event to support all regional EMS operational requirements.

Comment [EF5]: Discuss Policy

IX. REPORTING

The BEMS MACC has the responsibility to collect all data related to EMS Surge Operations.

At the start of an incident, the BEMS MACC will establish a reporting schedule appropriate for the information needs of the agency and leadership.

Forms utilized in BEMS MACC reporting are located in Appendix D of this document.

X. DEMOBILIZATION

Demobilization of the BEMS MACC will be done when operationally appropriate and at the discretion of the State Health Officer. Once activated, employees and contractors will remain assigned until officially notified by BEMS MACC Command.

All operational data collected, processed, and reported by a contractor becomes the property of the State of Louisiana DHH. Within thirty (30) days of the conclusion of the event, a contractor shall provide any and all data collected during the event to the BEMS MACC Manager. All contracted reporting requirements must be completed as specified.

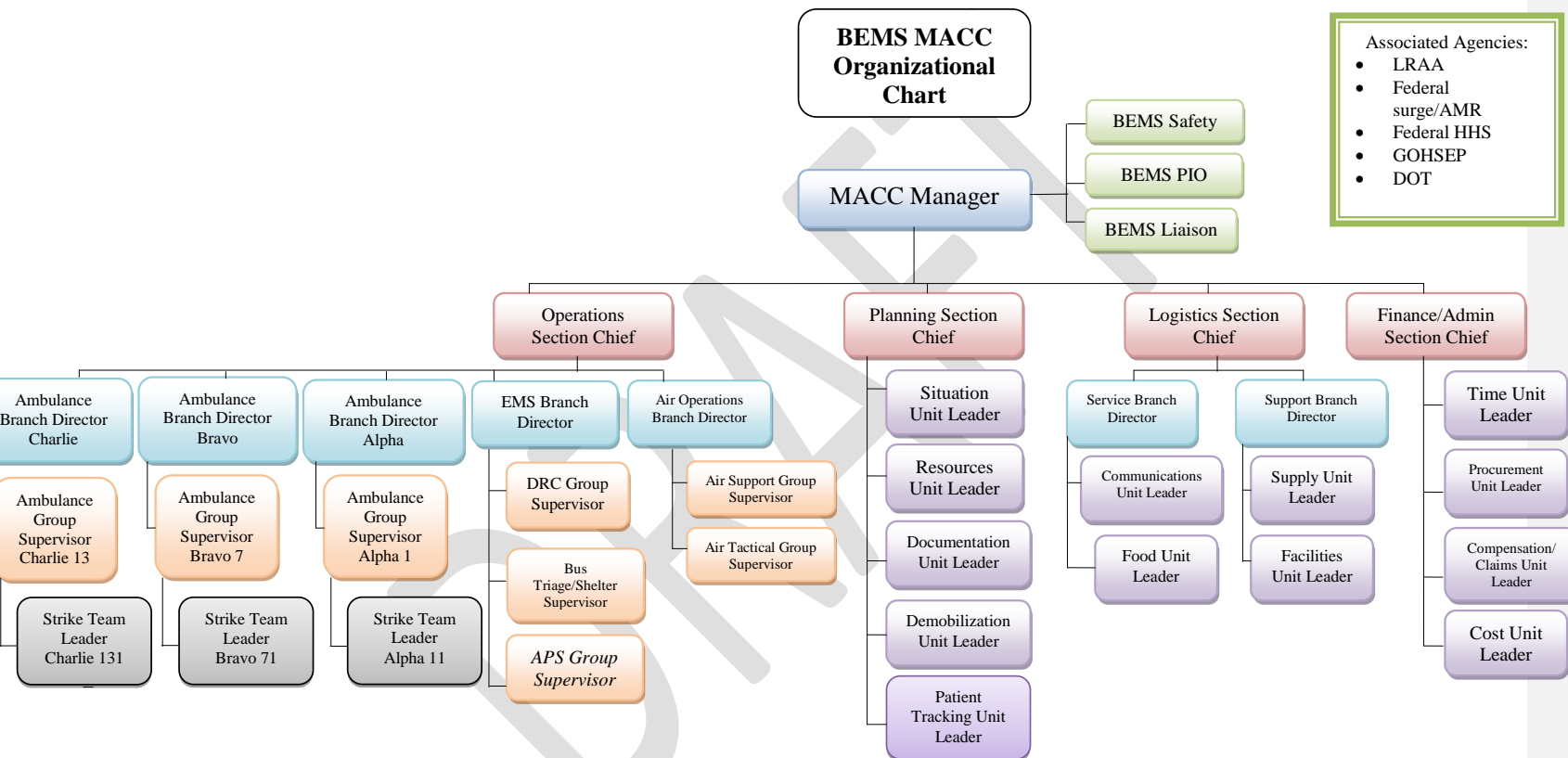
DRAFT

Appendix A: 2013 Estimated State EMS Surge Unit Needs

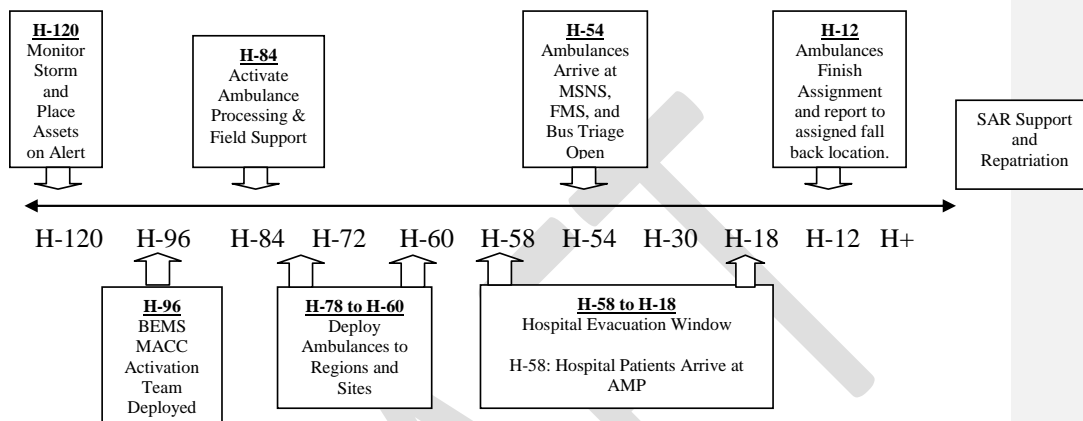
Comment [EF6]: Where did this come from?

2013 Hurricane Season Ambulance Needs Summary									
	Evacuation		Shelter Facilities/Triage						
Region	# Surge Units	# MIEP Units	#CTNS Units	#CTNS Sites	#MSNS/ FMS Units	#MSNS Sites	#FMS Sites	# Bus Triage Units	Total # Units
1	68	110	0	0	2	1	0	0	180
2	25	0	0	0	4	1	1	3	32
3	35	26	0	0	2	2	0	0	63
4	50	50	0	0	2	1	0	0	102
5	50	50	0	0	2	1	0	0	102
6	45	0	4	2	4	1	1	3	56
7	5	0	8	4	2	1	0	0	15
8	5	0	2	1	4	1	1	0	11
9	50	10	0	0	2	1	0	0	62
Total	333	246	14	7	24	10	3	6	623
			Surge Ambulance Needs						339
			Shelter Unit Needs Per 12Hr						38
			Dedicated AMP Units						246
8/16/2013									

Appendix B: BEMS MACC Organizational Chart



Appendix C: BEMS MACC Tropical Storm/Hurricane H-Hour Timeline



Appendix D: BEMS MACC Reporting Forms

Only the documentation forms found in this appendix shall be utilized for BEMS operational reporting.

The following FEMA/HHS ICS forms can be found at [\[redacted\]](#)

Comment [EF7]: ?? link

Form 201-Fillable-Incident Briefing
Form 202-Fillable-Incident Objectives
Form 203-Fillable-Org Assignment List
Form 204-Fillable-Assignment List
Form 205A-Fillable-Comms List
Form 205-Fillable-Comms Plan
Form 206-Fillable-Medical Plan
Form 207-Fillable-Org Chart
Form 208-Fillable-Safety Message
Form 209-Fillable-Incident Status Summary
Form 210-Fillable-Resource Status Change
Form 211-Fillable-Check-In List
Form 213-Fillable-General Message
Form 214-Fillable-Activity Log
Form 215A-Fillable-IAP Safety Analysis
Form 215-Fillable-Operational Planning Worksheet
Form 218-Fillable-Support Vehicle Equipment Inventory
Form 219s-Fillable-Resource Status T Card
Form 220-Fillable-Air Ops
Form 221-Fillable-Demob Check-Out
Form 225-Fillable-Personnel Performance Rating
HICS Form 255- Master Patient Evacuation Tracking Form
HICS Form 256-Procurement Summary Report

Other

OSHA Form 301-Injury and Illness Incident Report

EMS Situation Reporting

A Situation Brief must be completed by all ranking individuals from Strike Team Leaders and above. These briefs must be sent to the Situation Unit Leader who will compile them into a Situation Report for each operational period.

The Situation Brief must include:

- Staff roster
- Pertinent operations during the operational period
 - Number and location of evacuated individuals
 - Number of casualties
 - Condition of patients and crews
- Problems encountered
- Anticipated operations

Appendix E- Job Action Sheets

SAFETY OFFICER

Mission: Ensure safety of MACC staff, Field Staff, and visitors, monitor and correct hazardous conditions. Have authority to halt any operation that poses immediate threat to life and health.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initials: _____
Position Reports to: Incident Commander			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____	
			Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Establish contact with the Communications Unit Leader and confirm your contact information.		
Appoint Safety team members and complete the Branch Assignment List (ICS Form 204).		
Brief team members on current situation and incident objectives; develop response strategy and tactics; outline action plan and designate time for next briefing.		
Determine safety risks of the incident to field personnel and the MACC staff. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations.		
Ensure the following activities are initiated as indicated by the incident/situation: <ul style="list-style-type: none"> • Evaluate building or incident hazards and identify vulnerabilities • Specify type and level of PPE to be utilized by all staff to ensure their protection, based upon the incident or hazardous condition • Establish a Hazardous Materials Command Post, in collaboration with the Operations Section's Hazardous Materials Branch Director, as indicated by the incident • Monitor operational safety of decontamination operations • Ensure that Safety staff identify and report all hazards and unsafe conditions to the Operations Section Chief 		
Assess EMS operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery.		
Initiate the Incident Safety Plan (ICS Form 208).		
Ensure implementation of all safety practices and procedures.		
Initiate environmental monitoring as indicated by the incident or hazardous condition.		
Attend all command briefings and Incident Action Planning meetings to gather and share		

Immediate (Operational Period 0-2 Hours)	Time	Initial
incident and hospital/facility safety requirements.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Attend all command briefings and Incident Action Planning meetings to gather and share incident and hospital/facility information. Contribute safety issues, activities and goals to the Incident Action Plan.		
Continue to assess safety risks of the incident to field personnel and MACC staff. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations.		
Ensure proper equipment needs are met and equipment is operational prior to each operational period.		
Respond to and document any accidents/injuries to staff on an OSHA 301 form. Ensure staff members are properly evaluated prior to resuming operations or demobilizing. In the event of a line of duty death, coordinate with the Incident Commander and MACC Manager on appropriate actions.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Re-assess the safety risks of the extended incident to field personnel and MACC staff and report appropriately. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations.		
Continue to update the Incident Safety Plan (ICS Form 208) for inclusion in the Incident Action Plan.		
Continue to assess field operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery.		
Continue to attend all command briefings and incident action planning meetings to gather and share incident and hospital/facility information. Contribute safety issues, activities and goals to the Incident Action Plan.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit leader.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Safety team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies and return all assigned incident		

Demobilization/System Recovery	Time	Initial
command equipment.		
Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, submit Operational Logs (ICS Form 214) and all completed documentation to the Planning Section Chief.		
Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include: <ul style="list-style-type: none"> • Accomplishments and issues • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools

- Incident Action Plan
- ICS Form 207 – Incident Management Team Chart
- ICS Form 208- Incident Safety Plan
- ICS Form 213 – Incident Message Form
- ICS Form 214 – Operational Log
- First Report of Injury
- BEMS emergency operations plan
- BEMS MACC organization chart
- EMS telephone directory
- Radio/satellite phone
- Material safety data sheets (MSDS)

LIAISON OFFICER

Mission: Function as the incident contact person in the BEMS Multi-Agency Coordination Center (MACC) for representatives from other agencies.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Incident Commander			Signature: _____ Initial: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____ Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Appoint Liaison team members and complete the Branch Assignment List (ICS Form 204).		
Brief Liaison team members on current situation and incident objectives; develop response strategy and tactics; outline action plan and designate time for next briefing.		
Establish contact with the Communications Unit Leader, and confirm your contact information.		
Establish contact with local, county and/or state emergency organization agencies to ascertain current status, appropriate contacts and message routing.		
Consider need to deploy a Liaison Officer to State EOC; make recommendation to the Incident Commander.		
Communicate information obtained and coordinate with Public Information Officer.		
Obtain initial status and information from the Planning Section Chief to provide as appropriate to the State EOC and local and/or county EOC, upon request: <ul style="list-style-type: none"> State EMS Overall Status – Current condition of EMS operations Any current or anticipated shortage critical resources including personnel, equipment, supplies, etc. Number of patients and mode of transportation for patients requiring transport. Any resources that are requested by other facilities (e.g., personnel, equipment, supplies, etc.). Media relations efforts being initiated, in conjunction with the PIO. 		
Establish communication with other agencies, local Emergency Operations Center (EOC), and/or local response agencies. Report current EMS status.		
Establish contact with liaison counterparts of each assisting and cooperating agency (e.g., local EOC, Red Cross), keeping governmental Liaison Officers updated on changes in EMS status, initial EMS response to incident, critical issues and resource needs.		
Request one or more recorders as needed from the Resource Unit Leader, if activated, to perform all necessary documentation.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on		

Immediate (Operational Period 0-2 Hours)	Time	Initial
a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		
Intermediate (Operational Period 2-12 Hours)	Time	Initial
Attend all command briefings and Incident Action Planning meetings to gather and share incident and hospital/facility information. Contribute inter-hospital information and community response activities and provide Liaison goals to the Incident Action Plan.		
Request assistance and information as needed through WebEOC or from the State EOC.		
Consider need to deploy a Liaison Officer to the State EOC; make this recommendation to the Incident Commander.		
Obtain Master Patient Evacuation Tracking Form (HICS Form 255) from the Public Information Officer and Planning Section Chief and report to appropriate authorities the following minimum data: <ul style="list-style-type: none"> • Number of patients and types of injuries treated. • Current patient (census) • Number of patients hospitalized, discharged home, or transferred to other facilities. • Number dead. • Individual casualty data: name or physical description, sex, age, address, seriousness of injury or condition. 		
Respond to requests and issues from incident management team members regarding inter-organization (e.g., other hospitals, governmental entities, response partners) problems.		
Report any special information obtained (e.g., identification of toxic chemical, decontamination or any special emergency condition) to appropriate personnel in the MACC and/or other coordinating centers.		
Continue to document all actions and observations on the Operational Log (ICS Form 214) on a continual basis.		
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Communicate with Logistics Section Chief on status of supplies, equipment and other resources that could be mobilized to other facilities, if needed or requested.		
Consider need to deploy/maintain a Liaison Officer to State EOC; make the recommendation to the Incident Commander.		
Prepare and maintain records and reports as appropriate.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Liaison team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, submit Operational Logs (ICS Form 214) and all completed documentation to the Planning Section Chief.		
Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include: <ul style="list-style-type: none"> • Accomplishments and issues • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • HICS Form 255- Master Patient Evacuation Tracking Form • BEMS emergency operations plan • MACC organization chart • EMS telephone directory • Radio/satellite phone • Municipal organization chart(s) and contact numbers • Parish organization chart(s) and contact numbers • State organization chart(s) and contact numbers

PUBLIC INFORMATION OFFICER

Mission: Serve as the conduit for information to internal and external stakeholders, including staff, visitors and families, and the news media, as approved by the Incident Commander.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____	
Position Reports to: Incident Commander <u>Signature</u> _____:	
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Establish a designated media staging and media briefing area located away from the MACC. Inform on-site media of the physical areas to which they have access and those which are restricted. Coordinate designation of such areas with the Safety Officer.		
Contact external Public Information Officers from DHH and GOHSEP to ascertain and collaborate public information and media messages being developed by those entities to ensure consistent and collaborative messages from all entities.		
Consider need to deploy PIO to local Joint Information Center, if activated.		
Develop public information and media messages to be reviewed and approved by the Incident Commander before release to the news media and the public. Identify appropriate spokespersons to deliver the press briefings and public information announcements.		
Attend all command briefings and incident action planning meetings to gather and share incident and hospital information.		
Conduct or assign personnel to monitor and report to you incident and response information from sources such as the internet, radio, television and newspapers.		
Request one or more recorders and other support staff as needed from the Resource Unit Leader, if activated, to perform all necessary activities and documentation.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue to attend all Command briefings and incident action planning meetings to gather and share incident and EMS information. Contribute media and public information activities and goals to the Incident Action Plan.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue contact and dialogue with external Public Information Officers, in collaboration with the Liaison Officer, from DHH, GOHSEP, community and governmental agencies to ascertain public information and media messages being developed by those entities to ensure consistent and collaborative messages from the hospital/facility. Coordinate translation of critical communications into multiple languages.		
Determine whether a local, regional or State Joint Information Center (JIC) is activated, provide support as needed, and coordinate information dissemination.		
Continue to develop and revise public information and media messages to be reviewed and approved by the Incident Commander before release to the news media and the public.		
Ensure that media briefings are done in collaboration with JIC, when appropriate.		
Develop regular information and status update messages to keep staff informed of the incident and community and EMS status in collaboration with the Operations Section Chief.		
Utilize internal communications systems (e.g., email, internet, written report postings, etc.) to disseminate current information and status update messages to staff.		
Assess the need to activate a staff "hotline" for recorded information concerning the incident and operational status and establish the "hotline" if needed.		
Issue regular and timely incident information reports to the news media in collaboration with of the Situation Unit Leader and Liaison Officer, to be approved by the Incident Commander. Relay pertinent information received to the Situation Unit Leader and the Liaison Officer.		
Review the need for updates of critical information through signage for staff, visitors and media. Assist in the development and dissemination of signage.		
Coordinate with the Patient Tracking Manager regarding: <ul style="list-style-type: none"> Receiving regular updates of the Master Patient Evacuation Tracking Form (HICS form 255) Receiving and screening inquiries regarding the status of individual patients. Release of appropriate information to appropriate requesting entities. 		
Continue to document all actions and observations on the Operational Log (ICS Form 214) on a continual basis.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to receive regular progress reports from the Incident Commander, Section Chiefs and others, as appropriate.		
Coordinate with the Logistics Section Chief to determine requests for assistance to be released to the public via the media.		
With approval from Incident Commander and in collaboration with community and governmental PIOs, conduct ongoing news conferences, providing updates on casualty information and hospital operational status to the news media. Facilitate staff and patient interviews as appropriate.		
Ensure ongoing information coordination with other agencies, hospitals, State EOC and the JIC.		
Prepare and maintain records and reports as indicated or requested.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Public Information team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Coordinate release of final media briefings and reports.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, submit Operational Logs (ICS Form 214) and all completed documentation to the Planning Section Chief.		
Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include: <ul style="list-style-type: none"> • Accomplishments and issues • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • HICS Form 255- Master Patient Evacuation Tracking Form • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • Community and governmental PIO and Joint Information Center contact information • Local media contact information

OPERATIONS SECTION CHIEF

Mission: Develop and implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Bus Triage, Designated Regional Coordinators (DRCs), Ambulance Strike Teams and Medical Task Forces, and the Ambulance Processing Site.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Incident Commander			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____	
			Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Operations Section Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need to appoint Branch Directors and Unit Leaders in Operations Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Operations Section Branch Directors and Unit Leaders on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.		
Obtain information and updates regularly from Operations Section Branch Directors and Unit Leaders; maintain current status of all areas; inform Situation Unit Leader of status information.		
Maintain communications with Logistics Section Chief and Resource Unit Leader to ensure the accurate movement and tracking of personnel and resources.		
Ensure Operations Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate regularly with the Incident Commander, Public Information Officer and Liaison Officer; brief regularly on the status of the Operations Section.		
Designate time(s) for briefings and updates with Operations Section leadership to develop or update the Section action plan.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure the following are being addressed: <ul style="list-style-type: none"> • Section Staff health and safety • Patient tracking • Patient transportation and evacuation • Fatality management (if indicated) • Information sharing with State EOC, local EOCs, public health, and law enforcement in coordination with the Liaison Officer • Personnel and resource movement through Ambulance Processing Site • Documentation 		
Initiate the Resource Status T-cards (ICS Form 219) to track equipment and personnel used during the response.		
Schedule planning meetings with Branch Directors to update the Section action plan and demobilization procedures.		
Ensure that the Operations Section is adequately staffed and supplied.		
Coordinate personnel needs with Resource Unit Leader, supply and equipment needs with the Supply Unit Leader, projections and needs with the Planning Section, and financial matters with the Finance/Administration Section.		
Ensure coordination with any assisting or cooperating agency.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Operations Section personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.		
Continue to maintain the Resource Status T-cards (ICS Form 219) to track equipment used during the response.		
Conduct regular situation briefings with Operations Section Branch Directors.		
Address issues related to ongoing operations: <ul style="list-style-type: none"> • Ongoing patient arrival • Bed availability • Patient transports • Patient tracking • Staff health and safety • Mental health for staff, incident management personnel • Fatality management • Staffing • Staff prophylaxis (if indicated) • Medical equipment and supplies • Personnel and resource movement • Linkages with the medical community, area hospitals, and other healthcare facilities • Documentation 		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs decrease, return Operations Section staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.		
Coordinate final reporting of patient information with external agencies through Liaison Officer and Public Information Officer.		
Work with Planning and Finance/Administration Sections to complete cost data information.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Documentation Unit.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment Sheet • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

AMBULANCE BRANCH DIRECTOR

Mission: Organize and manage the operations related to the transportation of individuals via ambulance.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Operations Section Chief			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____ Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Operations Section Chief. Obtain packet containing EMS Branch Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need for and appropriately appoint Ambulance Group Supervisors, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Collaborate with Medical/Technical Specialist(s) concerning operational guidance.		
Brief the Ambulance Group Supervisors on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.		
Evaluate EMS Branch capacity to perform: <ul style="list-style-type: none"> • Evacuations • Transportations • 911 augmentation • Sheltering assistance 		
Develop with subordinates alternatives for Branch control operations.		
Attend planning meetings at the request of the Operation Section Chief (OPS).		
Assess problems and needs in Branch areas; coordinate resource management.		
Ensure Branch personnel comply with safety policies and procedures.		
Instruct all Group Supervisors and Strike Team Leaders to evaluate on-hand equipment, supply, and staff needs in collaboration with Logistics Section Branches; report status to the Operations Section Chief.		
Resolve logistic problems reported by subordinates.		
Report to OPS when: the Incident Action Plan (IAP) is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.		
Approve accident and medical reports (home agency forms) originating within the Branch; coordinate with Safety Officer		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Regularly meet with the Operations Section Chief to discuss plan of action and staffing in all service areas.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue to meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.		
Continue coordinating transportation operations.		
Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		
Review personnel protection practices; revise as needed.		
Report equipment and supply needs to Operations and Logistics Section Chiefs.		
Continue to provide updated operational information and situation reports to Unit Leaders and staff.		
Ensure operational data is collected and shared with appropriate internal and external officials, in collaboration with the Liaison Officer.		
Ensure staff health and safety issues are being addressed; resolve with the appropriate Unit Leader.		
Develop and submit a Branch action plan to the Operations Section Chief when requested.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor EMS Branch's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to oversee Ambulance transportation operations; mitigate identified issues.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and submit to the Operations Section Chief at assigned intervals and as needed.		
Continue to provide the Operations Section Chief with regular situation updates.		
Provide Branch Unit Leaders with situation update information.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
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Demobilization/System Recovery	Time	Initial
As needs for EMS Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.		
Assist Operations Section Chief and Unit Leaders with restoring areas to normal operations. Notify the Operations Section Chief when restoration is complete.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

AMBULANCE GROUP SUPERVISOR

Mission: Is responsible for the oversight and coordination of the activities of the EMS Transportation Units during activation.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____			
Position Reports to: Ambulance Branch Director Signature: _____			
BEMS MACC Location: _____		Telephone: _____	
Fax: _____		Other Contact Info: _____ Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Operations Section Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need to appoint Unit Leaders in Ambulance Branch; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Task Force/Strike Team Leaders on current situation and incident objectives and provide them with the IAP; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.		
Obtain information and updates regularly from EMS and Ambulance Operations Section Group Supervisors and Unit Leaders; maintain current status of all areas; inform Situation Unit Leader of status information.		
Maintain communications with Logistics Section Chief and Resource Unit Leader to ensure the accurate movement and tracking of ground personnel and ground resources.		
Ensure personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate regularly with the Ambulance Branch Director; brief regularly on the status of the Ambulance Operations Section.		
Designate time(s) for briefings and updates with Operations Section leadership to develop or update the Section action plan.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
<p>Ensure the following are being addressed:</p> <ul style="list-style-type: none"> • Determine what transportation vehicles (ambulances, EMS buses, etc.) are operating within the area of assignment. • Manage transportation tactical activities based upon the Incident Action Plan (IAP). • Establish and maintain communications with local medical points of contact, facilities requesting assistance, and organizations utilizing surge resources. • Make tactical recommendations to approved ground supervisors. • Report on transportation operation activities to the Ambulance Branch Director. • Ensure that the Ambulance Branch Director and/or Resources Unit are advised of all changes in the status of resources assigned to the Division/Group. • Coordinate activities with adjacent Division/Group. • Report on incidents/accidents. • Documentation 		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Coordinate personnel needs with Resource Unit Leader, supply and equipment needs with the Supply Unit Leader, projections and needs with the Planning Section, and financial matters with the Finance/Administration Section.		
Ensure coordination with any assisting or cooperating agency.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Operations Section personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.		
Continue to maintain the Resource Status T-cards (ICS Form 219) to track equipment and personnel used during the response.		
Conduct regular situation briefings with Operations Section Chief.		
<p>Address issues related to ongoing operations:</p> <ul style="list-style-type: none"> • Determine what transportation vehicles (ambulances, EMS buses, etc.) are operating within the area of assignment. • Manage transportation tactical activities based upon the Incident Action Plan (IAP). • Establish and maintain communications with local medical points of contact, facilities requesting assistance, and organizations utilizing surge resources. • Make tactical recommendations to approved ground supervisors. • Report on transportation operation activities to the Ambulance Branch Director. • Ensure that the Ambulance Branch Director and/or Resources Unit are advised of all changes in the status of resources assigned to the Division/Group. • Coordinate activities with adjacent Division/Group. • Report on incidents/accidents. • Documentation 		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs decrease, return Ambulance Operations Group staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.		
Coordinate final reporting of Ambulance Operations through Ambulance Branch Director.		
Work with Planning and Finance/Administration Sections to complete cost data information.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Ambulance Branch Director on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Documentation Unit.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment Sheet • ICS Form 205 – Incident Communications Plan • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • ICS Form 220 – Air Operations Summary Worksheet • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

AMBULANCE STRIKE TEAM/MEDICAL TASK FORCE LEADER

Mission: Is responsible for the oversight and coordination of the activities of the assigned Ambulance Strike Team or Medical Task Force during activation.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Ambulance Group Supervisor Signature: _____	
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Operations Section Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Strike Team/Task Force on current situation and incident objectives; develop response strategy and tactics; designate time for next briefing.		
Participate in briefings and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.		
Obtain information and updates regularly from Ambulance Group Supervisor		
Maintain communications with Logistics Section Chief and Resource Unit Leader to ensure the accurate movement and tracking of ground personnel and ground resources.		
Ensure personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate regularly with the Ambulance Group Supervisor; brief regularly on the status of the Strike Team/Task Force.		
Designate time(s) for briefings and updates with Ambulance Group Supervisor to develop or update the Section action plan.		
Ensure the following are being addressed: <ul style="list-style-type: none"> Review assignments with subordinates and assign tasks. 		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
<ul style="list-style-type: none"> • Monitor work progress and make changes when necessary. • Coordinate activities with adjacent Strike Teams, Task Forces and single resources. • Travel to and from active assignment area with assigned resources. • Retain control of assigned resources while in available or out-of-service status. • Submit situation and resource status information to Division/Group Supervisor. • Report incidents/accidents. • Documentation 		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Coordinate personnel needs, supply and equipment needs, projections, and financial matters with Ambulance Group Supervisor.		
Ensure coordination with any assisting or cooperating agency.		
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Strike Team/Medical Task Force personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.		
Conduct regular situation briefings with Ambulance Group Supervisor.		
Address issues related to ongoing operations: <ul style="list-style-type: none"> • Review assignments with subordinates and assign tasks. • Monitor work progress and make changes when necessary. • Coordinate activities with adjacent Strike Teams, Task Forces and single resources. • Travel to and from active assignment area with assigned resources. • Retain control of assigned resources while in available or out-of-service status. • Submit situation and resource status information to Division/Group Supervisor. • Report incidents/accidents. • Documentation 		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		
Demobilization/System Recovery	Time	Initial
As needs decrease, return Strike Team/Task Force staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Ambulance Group Supervisor and the Demobilization Unit Leader.		
Coordinate final reporting of Operations through Ambulance Group Supervisor.		

Demobilization/System Recovery	Time	Initial
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Ambulance Group Supervisor on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Documentation Unit.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment Sheet • ICS Form 205 – Incident Communications Plan • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • ICS Form 220 – Air Operations Summary Worksheet • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

EMS BRANCH DIRECTOR

Mission: Organize and manage the operations related to the Ambulance Processing Site (APS), the EMS Designated Regional Coordinators (DRCs), Bus Triage Site, and the evacuation shelters.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Operations Section Chief			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____	
			Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Operations Section Chief. Obtain packet containing EMS Branch Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need for and appropriately appoint EMS Branch Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Collaborate with Medical/Technical Specialist(s) concerning operational guidance.		
Brief the EMS Branch Unit Leaders on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.		
Evaluate EMS Branch capacity to perform: <ul style="list-style-type: none"> Ambulance processing Shelter standby Incident Management with DRCs Bus Triage 		
Develop with subordinates alternatives for Branch control operations.		
Attend planning meetings at the request of the Operation Section Chief (OPS).		
Assess problems and needs in Branch areas; coordinate resource management.		
Ensure Branch personnel comply with safety policies and procedures.		
Instruct all Unit Leaders to evaluate on-hand equipment, supply, and staff needs in collaboration with Logistics Section Branches; report status to the Operations Section Chief.		
Resolve logistic problems reported by subordinates.		
Report to OPS when: the Incident Action Plan (IAP) is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.		
Approve accident and medical reports (home agency forms) originating within the		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Branch; coordinate with the Safety Officer		
Regularly meet with the Operations Section Chief to discuss plan of action and staffing in all service areas.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue to meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.		
Continue coordinating APS, Bus Triage, EMS needs at shelters, and DRC needs.		
Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		
Review personnel protection practices; revise as needed.		
Report equipment and supply needs to Operations and Logistics Section Chiefs.		
Continue to provide updated operational information and situation reports to Unit Leaders and staff.		
Ensure operational data is collected and shared with appropriate internal and external officials, in collaboration with the Liaison Officer.		
Ensure staff health and safety issues are being addressed; resolve with the appropriate Unit Leader.		
Develop and submit a Branch action plan to the Operations Section Chief when requested.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor EMS Branch's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to oversee APS, Bus Triage, Shelter EMS, and DRC operations; mitigate identified issues.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and submit to the Operations Section Chief at assigned intervals and as needed.		
Continue to provide the Operations Section Chief with regular situation updates.		
Provide Branch Unit Leaders with situation update information and revised patient care practice standards.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for EMS Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.		
Assist Operations Section Chief and Unit Leaders with restoring patient care and clinical support areas to normal operations. Notify the Operations Section Chief when restoration is complete.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

AIR OPERATIONS BRANCH DIRECTOR

Mission: Is responsible for preparing the air operations portion of the IAP. Plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, the AIROPS is responsible for implementing its strategic aspects, which are those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection). Additionally, the AIROPS is responsible for providing logistical support to helicopters operating on the incident.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Operations Section Chief	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Operations Section Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need to appoint Group Supervisors and Unit Leaders in Air Operations Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Air Operations Section Group Supervisors and Unit Leaders on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements. Insure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.		
Obtain information and updates regularly from Air Operations Section Group Supervisors and Unit Leaders; maintain current status of all areas; inform Situation Unit Leader of status information.		
Maintain communications with Logistics Section Chief and Resource Unit Leader to ensure the accurate movement and tracking of Air personnel and Air resources.		
Ensure personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate regularly with the Operations Section Chief; brief regularly on the status of the Air Operations Section.		
Designate time(s) for briefings and updates with Operations Section leadership to develop or update the Section action plan.		
<p>Ensure the following are being addressed:</p> <ul style="list-style-type: none"> • Organize preliminary air operations • Request declaration (or cancellation) of restricted air space area, (Federal Aviation Administration Regulation 91.137) • Perform operational planning for air operations. • Coordinate with appropriate Operations Section personnel. • Supervise all air operations activities associated with the incident • Evaluate helibase locations. • Establish procedures for emergency reassignment of aircraft. • Schedule approved flights of non-incident aircraft in the restricted air space area • Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident • Resolve conflicts concerning non-incident aircraft. • Coordinate with FAA. • Update air operations plans. • Report special incidents/accidents. • Arrange for an accident investigation team when warranted. • Documentation 		
Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases		
Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Coordinate personnel needs with Resource Unit Leader, supply and equipment needs with the Supply Unit Leader, projections and needs with the Planning Section, and financial matters with the Finance/Administration Section.		
Ensure coordination with any assisting or cooperating agency.		
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Air Operations Section personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.		
Continue to maintain the Resource Status T-cards (ICS Form 219) to track Air equipment and personnel used during the response.		
Conduct regular situation briefings with Operations Section Chief.		
<p>Address issues related to ongoing operations:</p> <ul style="list-style-type: none"> • Perform operational planning for air operations. • Coordinate with appropriate Operations Section personnel. • Supervise all air operations activities associated with the incident • Evaluate helibase locations. • Coordinate with FAA. 		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
<ul style="list-style-type: none"> • Update air operations plans. • Report special incidents/accidents. • Documentation 		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs decrease, return Air Operations Section staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.		
Coordinate final reporting of Air Operations through Operations Section Chief.		
Work with Planning and Finance/Administration Sections to complete cost data information.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Documentation Unit.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment Sheet • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • ICS Form 220 – Air Operations Summary Worksheet • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

AIR SUPPORT GROUP SUPERVISOR

Mission: Is responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing:

- Fuel and other supplies.
- Maintenance and repair of helicopters.
- Retardant mixing and loading.
- Keeping records of helicopter activity, and
- Providing enforcement of safety regulations.

These major functions are performed at helibases and helispots. Helicopters during landing and take-off and while on the ground are under the control of the ***Air Support Groups Helibase or Helispot Managers***.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Air Operations Branch Director Signature: _____				
BEMS MACC Location: _____			Telephone: _____	
Fax: _____		Other Contact Info: _____		Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Operations Section Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need to appoint Unit Leaders in Air Operations Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Air Operations Section on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements. Insure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.		
Obtain information and updates regularly from Air Operations Section Group Supervisors and Unit Leaders; maintain current status of all areas; inform Situation Unit Leader of status information.		
Maintain communications with Logistics Section Chief and Resource Unit Leader to ensure the accurate movement and tracking of Air personnel and Air resources.		
Ensure personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate regularly with the Air Operations Branch Director; brief regularly on the status of the Air Operations Section.		
Designate time(s) for briefings and updates with Operations Section leadership to develop or update the Section action plan.		
<p>Ensure the following are being addressed:</p> <ul style="list-style-type: none"> • Participate in AIROPS planning activities. • Inform AIROPS of group activities. • Identify resources/supplies dispatched for the Air Support Group. • Request special air support items from appropriate sources through Logistics Section. • Identify helibase and helispot locations (from IAP) or from AIROPS. • Determine need for assignment of personnel and equipment at each helibase and helispot. • Coordinate special requests for air logistics. • Maintain coordination with airbases supporting the incident. • Coordinate activities with AIROPS. • Obtain assigned ground-to-air frequency for helibase operations from the Communications Unit Leader (COML) or Incident Radio Communications Plan (ICS Form 205). • Inform AIROPS of capability to provide night flying service. • Ensure compliance with each agency's operations checklist for day and night operations. • Ensure dust abatement procedures are implemented at helibases and helispots. • Provide crash-rescue service for helibases and helispots. • Ensure that Air Traffic Control procedures are established between helibases and helispots and the Air Tactical Group Supervisor, the Helicopter Coordinator or the Fixed-Wing Coordinator. • Documentation 		
Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases		
Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Coordinate personnel needs with Resource Unit Leader, supply and equipment needs with the Supply Unit Leader, projections and needs with the Planning Section, and financial matters with the Finance/Administration Section.		
Ensure coordination with any assisting or cooperating agency.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Air Operations Section personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to maintain the Resource Status T-cards (ICS Form 219) to track Air equipment and personnel used during the response.		
Conduct regular situation briefings with Operations Section Chief.		
Address issues related to ongoing operations: <ul style="list-style-type: none"> • Participate in AIROPS planning activities. • Inform AIROPS of group activities. • Identify resources/supplies dispatched for the Air Support Group. • Coordinate special requests for air logistics. • Maintain coordination with airbases supporting the incident. • Coordinate activities with AIROPS. • Inform AIROPS of capability to provide night flying service. • Ensure compliance with each agency's operations checklist for day and night operations. • Documentation 		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs decrease, return Air Operations Group staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.		
Coordinate final reporting of Air Operations through Air Operations Branch Director.		
Work with Planning and Finance/Administration Sections to complete cost data information.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Documentation Unit.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment Sheet

Documents/Tools
<ul style="list-style-type: none">• ICS Form 205 – Incident Communications Plan• ICS Form 207 – Incident Management Team Chart• ICS Form 213 – Incident Message Form• ICS Form 214 – Operational Log• ICS Form 219 – Resource Status T-Cards• ICS Form 220 – Air Operations Summary Worksheet• BEMS emergency operations plan• BEMS MACC organization chart• EMS telephone directory• Radio/satellite phone

AIR TACTICAL GROUP SUPERVISOR

Mission: Is responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director (AIROPS).

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Air Operations Branch Director Signature: _____	
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Operations Section Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need to appoint Unit Leaders in Air Operations Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Air Operations Section on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements. Insure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.		
Obtain information and updates regularly from Air Operations Section Group Supervisors and Unit Leaders; maintain current status of all areas; inform Situation Unit Leader of status information.		
Maintain communications with Logistics Section Chief and Resource Unit Leader to ensure the accurate movement and tracking of Air personnel and Air resources.		
Ensure personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate regularly with the Air Operations Branch Director; brief regularly on the status		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
of the Air Operations Section.		
Designate time(s) for briefings and updates with Operations Section leadership to develop or update the Section action plan.		
<p>Ensure the following are being addressed:</p> <ul style="list-style-type: none"> • Determine what aircraft (fixed wing and helicopters) are operating within the area of assignment. • Manage air tactical activities based upon the Incident Action Plan (IAP). • Establish and maintain communications and Air Traffic Control, with pilots, Air Operations, Helicopter Coordinator, Fixed Wing Coordinator, Air Support Group (usually Helibase Manager), and fixed-wing Support Bases. • Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area. • Obtain information about air traffic external to the incident. • Receive reports of non-incident aircraft violating restricted air space area (Operations Section Chief (OPS), Branch Director, or Division/Group Supervisor). • Make tactical recommendations to approved ground contact. • Inform AIROPS of tactical recommendations affecting the air operations portion of the IAP. • Report on air operations activities to the AIROPS. Advise air operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System. • Report on incidents/accidents. • Documentation 		
Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases		
Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Coordinate personnel needs with Resource Unit Leader, supply and equipment needs with the Supply Unit Leader, projections and needs with the Planning Section, and financial matters with the Finance/Administration Section.		
Ensure coordination with any assisting or cooperating agency.		
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Air Operations Section personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.		
Continue to maintain the Resource Status T-cards (ICS Form 219) to track Air equipment and personnel used during the response.		
Conduct regular situation briefings with Operations Section Chief.		
<p>Address issues related to ongoing operations:</p> <ul style="list-style-type: none"> • Manage air tactical activities based upon the Incident Action Plan (IAP). • Maintain communications and Air Traffic Control, with pilots, Air Operations, Helicopter Coordinator, Fixed Wing Coordinator, Air Support Group (usually Helibase Manager), and fixed-wing Support Bases. 		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
<ul style="list-style-type: none"> • Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area. • Obtain information about air traffic external to the incident. • Make tactical recommendations to approved ground contact. • Inform AIROPS of tactical recommendations affecting the air operations portion of the IAP. • Report on air operations activities to the AIROPS. Advise air operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System. • Report on incidents/accidents. • Documentation 		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs decrease, return Air Operations Group staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.		
Coordinate final reporting of Air Operations through Air Operations Branch Director.		
Work with Planning and Finance/Administration Sections to complete cost data information.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Documentation Unit.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment Sheet • ICS Form 205 – Incident Communications Plan • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log

Documents/Tools
<ul style="list-style-type: none">• ICS Form 219 – Resource Status T-Cards• ICS Form 220 – Air Operations Summary Worksheet• BEMS emergency operations plan• BEMS MACC organization chart• EMS telephone directory• Radio/satellite phone

PLANNING SECTION CHIEF

Mission: Oversee all incident-related data gathering and analysis regarding incident operations and assigned resources, develop alternatives for tactical operations, conduct planning meetings, and prepare the Incident Action Plan (IAP) for each operational period.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Incident Commander	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Planning Section Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Determine need for and appropriately appoint Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Planning Section Unit Leaders and Managers on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
Distribute the Operational Log (ICS Form 214) to Planning Section personnel and ensure time and activities are recorded appropriately. Submit the Operational Logs (ICS Form 214) to the Finance/Administration Section's Time Unit Leader at the completion of each operational period.		
In consultation with the Incident Commander, establish the incident objectives and operational period. Initiate the Incident Objectives Form (ICS Form 202) and distribute to all activated MACC positions.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Establish and maintain communications with Logistics Section Chief and Staging Manager to ensure the accurate tracking of personnel and resources by the Resource Unit Leader.		
Facilitate and conduct incident action planning meetings with Command Staff, Section Chiefs and other key positions to plan for the next operational period. Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the Incident Commander and all Section Chiefs.		
Ensure the Situation Unit Leader and staff regularly update and document status reports from all Section Chiefs and Unit Leaders.		
Ensure Planning Section personnel comply with safety policies and procedures.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Incident Commander to brief on the status of the Planning Section and the Incident Action Plan.		
Initiate the Resource Status T-cards (ICS Form 219) to track equipment used during the response.		
Attend command briefings and meetings.		
Continue to conduct regular planning meetings with Planning Section Unit Leaders, Section Chiefs, Command Staff, and the Incident Commander for continued update and development of the Incident Action Plan.		
Ensure that the Planning Section is adequately staffed and supplied.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Planning Section personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Conduct regular situation briefings with Planning Section.		
Continue to receive projected activity reports from Section Chiefs and Planning Section Unit Leaders at designated intervals to prepare MACC status reports and update the Incident Action Plan.		
Continue to maintain the Resource Status T-cards (ICS Form 219) to track equipment used during the response.		
Ensure the Demobilization Unit Leader assesses ability to deactivate positions, as appropriate, in collaboration with Section Chiefs and develops and implements a demobilization plan.		
Ensure the Documentation Unit Leader is receiving and organizing all MACC documentation, including Operational Logs (ICS Form 214) and Incident Message Forms (ICS Form 213).		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs decrease, return Planning Section staff to their usual jobs and combine or deactivate positions in a phased manner.		
Continue to meet with Command Staff, Section Chiefs and Planning Section Unit Leaders to evaluate facility and personnel, review the demobilization plan and update the Incident Action Plan.		
Ensure collection of all MACC documentation and Operational logs from Command and Sections as positions are deactivated and sections demobilized.		
Coordinate final reporting of EMS operations with external agencies through Liaison Officer and Public Information Officer.		

Demobilization/System Recovery	Time	Initial
Work with Planning and Finance/Administration Sections to complete cost data information.		
Begin development of the Incident After-Action Report and Improvement Plan and assign staff to complete portions/sections of the report.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Documentation Unit.		
Upon deactivation, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 202 – Incident Objectives Form • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • HICS Form 255- Master Patient Evacuation Tracking Form • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

SITUATION UNIT LEADER

Mission: Collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. Prepare maps and gather and disseminate information and intelligence for use in the Incident Action Plan (IAP).

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Planning Section Chief			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____	
			Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Planning Section Chief. Obtain packet containing Situation Unit Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Appoint Managers as appropriate and complete the Branch Assignment List (ICS Form 204); distribute corresponding Job Action Sheets and identification.		
Obtain status report on Information Technology/Information systems.		
Establish a Planning information center in the MACC with a status/condition board and post information as it is received. Assign a recorder/documentation aide to keep the board updated with current information.		
Receive and record status reports as they are received.		
Assign a recorder to monitor, document and organize all communications sent and received via WebEOC or other external communication.		
Assure the status updates and information provided to Command Staff and Section Chiefs is accurate, complete, and current.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Planning Section Chief, Section Chiefs and Branch Directors to obtain situation and status reports, and relay important information to team Members.		
Ensure that an adequate number of recorders are assigned to perform Situation Unit activities. Coordinate personnel requests with Resources Unit Leader.		
Ensure backup and protection of existing data for main and support computer systems, in coordination with Logistics Section's IT/IS Unit and Business Continuity Branch's Information Technology Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Publish an internal incident situation status report for employee information at least every 4 hours as indicated. Collaborate with the Public Information Officer, Support Branch Director, and Operations Section Chief to develop and distribute the internal incident situation report.		
Ensure the security and prevent the loss of written and electronic response documentation. Collaborate with the Security Officer and IT/IS Unit Leader as appropriate.		
Ensure development of a demobilization plan by the Demobilization Unit Leader, in collaboration with Section Chiefs and Command Staff.		
Assist the Planning Section Chief to develop the Incident Action Plan at designated intervals.		
Advise the Planning Section Chief immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Situation Unit staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Situation Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Continue to revise and implement demobilization plan for all Sections.		
Compile incident summary data and reports, organize all documentation and submit to Planning Section Chief.		
Assist with development of the incident After-Action Report and improvement plan.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section Chief.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section Chief.		
Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other		

Demobilization/System Recovery	Time	Initial
briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • MACC organization chart • EMS telephone directory • Radio/satellite phone • Access to IT systems (e-mail, internet, telecommunications, printers) • Chart-size facility plans and local area maps

PATIENT TRACKING MANAGER

Mission: Monitor and document the location of patients at all times, and track the destination of all patients transported via state operations.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Situation Unit Leader	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Situation Unit Leader.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Appoint Patient Tracking team members and complete the Branch Assignment List (ICS Form 204).		
Brief team members on current situation; outline team action plan and designate time for next briefing.		
Obtain current in-patient census from Admitting personnel and/or other sources.		
Implement a system, using the Master Patient Evacuation Tracking Form (HICS Form 255) to track and display patient arrivals, discharges, transfers, locations and dispositions.		
Determine patient/victim tracking mechanism utilized by field providers and establish method to ensure integration and continuity with MACC patient tracking systems.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with Public Information Officer and Liaison Officer to update and exchange patient tracking information (within HIPAA and local guidelines) and census data.		
Track patient movement with local authorities and other health systems through Liaison Officer.		
Continue to track and display patient location and time of arrival for all patients; regularly report status to the Situation Unit Leader.		
Develop and submit an action plan to the Situation Unit Leader when requested.		
Advise the Situation Unit Leader immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Patient Tracking team's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Patient Tracking staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Compile and finalize the Master Patient Evacuation Tracking Form (HICS Form 255) and submit copies to the Finance/Administration Section Chief for patient billing/collections.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
If IT systems were offline due to the incident, assure appropriate information from Master Patient Evacuation Tracking Form (HICS Form 255) is transferred into the normal patient tracking systems.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Situation Unit Leader or Planning Section Chief, as appropriate.		
Upon deactivation of your position, brief the Situation Unit Leader or Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Situation Unit Leader for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • HICS Form 255 – Master Patient Evacuation Tracking Form • BEMS emergency operations plan • MACC organization chart

Documents/Tools
<ul style="list-style-type: none">• EMS telephone directory• Radio/satellite phone• Access to IT systems, including DHH At-Risk-Registry and other tracking systems

RESOURCES UNIT LEADER

Mission: Maintain information on the status, location, and availability of personnel, teams, facilities, supplies, and major equipment to ensure availability of use during the incident. Maintain a master list of all resources assigned to incident operations.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Planning Section Chief	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Planning Section Chief. Obtain packet containing Resources Unit Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Appoint Managers as appropriate; distribute corresponding Job Action Sheets and position identification. Complete Branch Assignment Sheet (ICS Form 204) <ul style="list-style-type: none"> • Personnel Tracking Manager • Materiel Tracking Manager 		
Brief Resources Unit Managers on current situation; outline team action plan and designate time for next briefing.		
Complete the Organization Assignment List (ICS Form 203) and distribute to all BEMS MACC staff. Consider posting a large size copy of the List in the MACC for reference and information.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Establish contact with the Situation Unit Leader and APS Group Supervisor to account for on-duty personnel, and equipment and supplies on hand.		
Coordinate activities and inventories with Logistics Section's Supply Unit Leader.		
Maintain contact and share information with APS Unit Leader and Personnel Staging Team Leader.		
Initiate Resource Status T-cards (ICS Form 219).		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Planning Section Chief for status reports, and relay important information to Team Members.		
Meet with the Public Information Officer, Liaison Officer, Situation Unit Leader, Service Branch Director, and Support Branch Director as necessary to update and maintain resources tracking.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Maintain and continually update the Resource Status T-cards (ICS Form 219) and normal resource tracking systems (if available).		
Develop and submit an action plan to the Planning Section Chief when requested.		
Advise the Planning Chief immediately of any operational issue you are not able to correct or resolve.		
Coordinate personnel resource needs with the Support Branch Director.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Planning Section Chief at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Resources Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section Chief or Documentation Unit, as appropriate.		
Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 203 – Organizational Assignment List • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart

Documents/Tools
<ul style="list-style-type: none">• ICS Form 213 – Incident Message Form• ICS Form 214 – Operational Log• ICS Form 219 – Resource Status T-Cards• BEMS emergency operations plan• BEMS MACC organization chart• EMS telephone directory• Radio/satellite phone• IT systems, specially personnel, equipment, and supply tracking systems

DOCUMENTATION UNIT LEADER

Mission: Maintain accurate and complete incident files, including a record of the BEMS MACC response and recovery actions and decisions; provide duplication services to incident personnel; and file, maintain, and store incident files for legal, analytical, and historical purposes.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Planning Section Chief			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____	
			Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Planning Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Establish initial contact with all Section Chiefs to obtain status and history of all major events and actions that have occurred to date, critical issues, and concepts of operations and steps to be taken within the next operational period.		
Appoint team members as needed and complete the Branch Assignment List (ICS Form 204).		
Coordinate with IT/IS Unit to ensure access to IT systems with e-mail/intranet communication to increase communication and document sharing with all Sections (if available).		
Prepare a system to receive documentation and completed forms from all Sections over the course of the MACC activation.		
Provide duplicates of forms and reports to authorized MACC requestors.		
Prepare incident documentation for the Planning Section Chief when requested.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Regularly meet with all Section Chiefs regarding incident and Section status, steps taken to resolve critical issues, and projected actions and needs for the next operational period.		
Continue to accept and organize all documentation and forms submitted to the Documentation Unit.		
Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting appropriate MACC Section staff.		
Maintain all historical information and record consolidated plans.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to meet regularly with the Planning Section Chief for status reports.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Documentation Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure all documentation from MACC Command Staff and Sections is received and compiled.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section Chief.		
Upon deactivation of your position, brief the Planning Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • Access to appropriate IT systems

DEMOBILIZATION UNIT LEADER

Mission: Develop and coordinate an Incident Demobilization Plan that includes specific instructions for all staff and resources that will require demobilization.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Planning Section Chief			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____	
			Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Planning Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Establish initial contact with all Section Chiefs to obtain status of events and begin discussions about resources and personnel can be demobilized and when.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Monitor incident response activities and needs. Regularly meet with all Section Chiefs and staff to maintain information regarding changes in their resource needs.		
Attend Incident Action Planning meetings and briefings.		
Continually update a consolidated Incident demobilization plan until a final version is prepared for approval.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to meet regularly with the Planning Section Chief for status reports.		
Continue to assess the status of the incident and recommend deactivation of positions and personnel as the magnitude of the incident decreases.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
Continue to assess the status of the incident and recommend to Section Chiefs and Command the deactivation of positions and personnel as the magnitude of the incident decreases.		
Submit incident demobilization plan(s) to the Planning Section Chief for approval. Upon approval, distribute copies to all Section Chiefs.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section Chief.		
Upon deactivation, brief the Planning Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone

LOGISTICS SECTION CHIEF

Mission: Organize and direct those operations associated with maintenance of the physical environment and with the provision of human resources, materiel, and services to support the incident activities. Participate in Incident Action Planning.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Incident Commander	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Logistics Section Job Action Sheets.		
Notify your usual supervisor of your ICS assignment.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Determine need to appoint Branch Directors and Unit Leaders in Logistics Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Logistics Section Branch Directors on current situation, incident objectives and strategy; outline Section action plan and designate time for next briefing.		
Distribute the Operational Log (ICS Form 214) to Logistic Section personnel and ensure time is recorded appropriately. Submit the Operational Log to the Finance/Administration Section's Time Unit Leader at the end of each operational period.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.		
Maintain communications with Operations Section Chief, Resource Manager and Branch Directors to assess critical issues and resource needs.		
Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed.		
Ensure Logistics Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to update status of the response and relay important information to Logistics Section's Staff.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure the following are being addressed: <ul style="list-style-type: none"> • Communications • Information technology/information services • Provision of food and water for staff • Employee health and well-being • Family care • Provision of supplies • Facility maintenance • Transportation services • Establishment of Labor Pool • Credentialing of staff and volunteers • Documentation 		
Initiate the Resource Status T-cards (ICS Form 219) to track equipment used during the response.		
Obtain needed materiel and fulfill resource requests with the assistance of the Finance/Administration Section Chief and Liaison Officer.		
Ensure that the Logistics Section is adequately staffed and supplied.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Logistics Section staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to conduct regular situation briefings with Logistics Section.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and on an Incident Message Form (ICS Form 213).		
Continue to maintain the Resource Status T-cards (ICS Form 219) to track equipment used during the response.		
Continue to meet regularly with Logistics Section Branch Directors to update the Section action plan and implement demobilization procedures, in coordination with Planning Section's Demobilization Unit Leader.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs decrease, return Logistics Section staff to their usual jobs and combine or deactivate positions in a phased manner.		
Coordinate return of all assigned equipment to appropriate locations and restock MACC supplies.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		

Demobilization/System Recovery	Time	Initial
Coordinate replacement of broken or misplaced items.		
Work with Planning and Finance/Administration Sections to complete cost data information.		
Debrief Section staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Incident Commander.		
Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Planning Section Chief for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 203 – Organizational Assignment List • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • Master inventory control lists

SERVICE BRANCH DIRECTOR

Mission: Organize and manage the services required to maintain the MACC's communication system, food and water supply for staff, and information technology and systems.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Logistics Section Chief			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____ Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Logistics Section Chief. Obtain packet containing Service Branch Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Determine need for and appropriately appoint Logistics Section Service Branch Unit Leaders; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief the Service Branch Unit Leaders on current situation and incident objectives; outline Branch action plan and designate time for next briefing.		
Assess the Service Branch's capacity to deliver needed: <ul style="list-style-type: none"> Internal and external communication capability Information technology hardware, software and support Food and water for staff 		
Meet regularly with the Logistics Section Chief to discuss status, plan of action, critical issues and staffing in Service Branch.		
Service Branch Unit Leaders to: <ul style="list-style-type: none"> Immediately set-up the MACC communications and IT systems to ensure connectivity Evaluate on-hand communications equipment required for response and project need for repair and expanded inventory Inventory on-hand food and water supply Assess and evaluate IT/IS capability, and determine need for repair or expansion of service and support Inventory and assessment of communications equipment and project need for repair and expanded inventory Report inventories and needs to Logistics Section's Support Branch Supply Unit Leader 		
Assess problems and needs in each Service Branch area; coordinate resource management.		
Ensure Service Branch personnel comply with safety policies and procedures.		
Document all communications (internal and external) on an Incident Message Form (ICS		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		
Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure prioritization of problems when multiple issues are presented.		
Continue coordinating the Service Branch's ability to provide needed communication and IT/IS support services.		
Coordinate use of external resources to assist with equipment, software and hardware maintenance and repairs.		
Advise Logistics Section Chief immediately of any operational issue you are not able to correct or resolve.		
Continue to meet regularly with the Logistics Section Chief for status reports and relay important information to Unit Leaders.		
Report equipment needs to Supply Unit Leader.		
Ensure staff health and safety issues are being addressed; resolve with the Logistics Section Chief, as appropriate.		
Develop and submit a Branch action plan to Logistics Section Chief when requested.		
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Service Branch staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Conduct regular situation briefings with the Service Branch Unit Leaders and update operational action plan as needed.		
Continue to meet with the Logistics Section Chief to update the Service Branch action plan and implement demobilization procedures.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Logistics Section Chief at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		
Demobilization/System Recovery	Time	Initial
As needs for Service Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Assist the Logistics Section Chief and Unit Leaders with restoring MACC infrastructure services to normal operations.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		

Demobilization/System Recovery	Time	Initial
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief.		
Upon deactivation of your position, brief the Logistics Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Logistics Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • Facility maps and ancillary services schematics • Vendor support and repair directory

COMMUNICATIONS UNIT LEADER

Mission: Organize and coordinate internal and external communications connectivity.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Service Branch Director	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Service Branch Director. Obtain packet containing the Unit's Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Appoint Communications Unit team members and in collaboration with the Service Branch Director, complete the Branch Assignment List (ICS Form 204).		
Brief Communications Unit team members on current situation; outline Unit action plan and designate time for next briefing.		
Set up and maintain communication equipment and provide ongoing support for the BEMS MACC.		
Initiate the Incident Communications Log (ICS Form 205) and distribute to all MACC positions.		
Inventory and assess all available on-hand radios and report to the Service Branch Director and Support Branch's Supply Unit Leader.		
Determine radio channels for response and make radio assignments. Distribute radios to pre-designated areas.		
Prepare for radio checks from personnel that are assigned hand-held radios and other portable communications equipment.		
Assess status of all on-site communications equipment, including two-way pagers, satellite phones, public address systems, data message boards, and inter and intra-net connectivity. Initiate repairs per the standard operating procedures.		
Evaluate status of internal and external telephone/fax systems and report to Service Branch Director.		
Request the response of assigned amateur radio personnel to the facility, if indicated.		
Establish contact with the Liaison Officer.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Expand communication network capability and equipment as required to meet the needs of the hospital response.		
Ensure communication equipment maintains proper functioning.		
If primary communications systems fail, establish mechanism to alert staff to respond to internal and/or physical emergencies (e.g. fire, etc.)		
Develop and submit an action plan to the Service Branch Director when requested.		
Receive and archive all documentation related to internal and external facility communication systems.		
Advise Service Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Communications Unit staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Review and update the Incident Communications Log (ICS Form 205) and distribute to all MACC positions.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Service Branch Director at assigned intervals and as needed.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Communications Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Ensure that all radios and battery operated equipment is serviced and recharged.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Service Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure that Operational Logs (ICS Form 214) and all documentation are submitted to the Service Branch Director or Logistics Section Chief, as appropriate.		
Submit comments to the Service Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> Review of pertinent position descriptions and operational checklists 		

Demobilization/System Recovery	Time	Initial
<ul style="list-style-type: none"> • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 205 – Incident Communications Log (Internal and External) • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Communications Plan and Auxiliary Communications Plan (Back-up Communications Plan) • Radio/satellite phone • PC with internet access, as available

STAFF FOOD & WATER UNIT LEADER

Mission: Organize food and water stores and prepare for rationing during periods of anticipated or actual shortage.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Service Branch Director			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____			Other Contact Info: _____	
			Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Service Branch Director. Obtain packet containing the Unit's Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Appoint Staff Food and Water Unit team members and in collaboration with the Service Branch Director, complete the Branch Assignment List (ICS Form 204).		
Brief Unit members on current situation; outline Unit action plan and designate time for next briefing.		
Inventory and estimate the number of meals that can be served utilizing existing food stores and report to the Service Branch Director. Implement rationing if situation dictates.		
Inventory the current emergency drinking water supply and estimate time when re-supply will be necessary and report to the Service Branch Director. Implement rationing if situation dictates.		
Participate in damage assessment meeting between the Incident Commander and Logistics Chief to ascertain water supply status, if situation warrants.		
Make external requests for assistance as needed, coordinating with the Liaison Officer and the Supply Unit Leader.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet with the Support Branch Director to discuss location of personnel refreshment and nutritional break areas for the MACC, Labor Pool and all staff.		
Notify the Service Branch Director of incoming food deliveries; coordinate supply arrivals with the Staging Manager.		
Communicate facility status with food and water vendors as appropriate, to alert them to a possible need for supplies.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Prepare to receive donated food items from vendors, restaurants, and others. Consider appointment of a Unit staff member to manage donations.		
Secure nutritional and water inventories with the assistance of the Logistics Section Chief.		
Advise the Service Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Staff Food and Water Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Maintain normal food service if possible for staff and implement rationing if indicated.		
Continue to coordinate external food service support and supplies and communicate with external vendors and suppliers, as necessary.		
Continue to project food and water needs and coordinate requests and procurement with the Service Branch Director.		
Continue to provide regular situation updates to the Service Branch Director.		
Continue food service support to the MACC, family support center, Labor Pool, and staff as appropriate.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Service Branch Director at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Staff Food and Water Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Coordinate return to normal food and water service and operations.		
Reorder food and supplies to restore normal inventory.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Repair/replace used or broken items.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Service Branch Director or Logistics Section Chief, as appropriate.		
Upon deactivation of your position, brief the Service Branch Director or Logistics Section		

Demobilization/System Recovery	Time	Initial
Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Service Branch for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • MACC organization chart • EMS telephone directory • Radio/satellite phone • Food inventory

SUPPORT BRANCH DIRECTOR

Mission: Organize and manage the services required to maintain EMS supplies, facilities, and labor pool. Ensure the provision of logistical, psychological, and medical support of staff and their dependents.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Logistics Section Chief	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Logistics Section Chief. Obtain packet containing Support Branch Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions and decisions in an Operational Log (ICS Form 214).		
Determine need for and appropriately appoint Unit Leaders; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief the Support Branch Unit Leaders on current situation and incident objectives; outline Branch action plan and designate time for next briefing.		
Assess Support Branch areas capacity to deliver needed: <ul style="list-style-type: none"> • Supplemental personnel management • Employee health care • Mental health support to staff • Family support to staff • Equipment and supplies • Facility cleanliness 		
Complete the Staff Medical Plan (ICS Form 206) and distribute to Command Staff, Section Chiefs and Documentation Unit Leader.		
In collaboration with the Safety Officer (if applicable) and the Operations Section Chief, determine need for staff personal protective equipment; implement protective actions as required.		
Regularly report Service Branch status to the Logistics Section Chief.		
Instruct all Unit Leaders to evaluate on-hand equipment and supply inventories and staff needs; report status to the Supply Unit Leader.		
Assess mental health status concerns and; determine need for expanded support. Coordinate activities with the Operations Section.		
Assess problems and needs in each Unit area; coordinate resource management.		
Meet with the Logistics Section Chief to discuss plan of action and staffing in all Support Branch activities.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive, coordinate and forward requests for personnel to the Resource Unit Leader and supplies to the Supply Unit Leader.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue assessing and coordinating Support Branch's ability to provide needed personnel and support services.		
Ensure prioritization of problems when multiple issues are presented		
Continue to evaluate the need for staff personal protection measures, in coordination with the Safety Officer and Operations Section Chief and implement actions as indicated.		
Update and revise the Staff Medical Plan (ICS Form 206) and distribute to Command Staff, Section Chiefs and Documentation Unit Leader.		
Assign mental health personnel to visit and evaluate staff needs; in coordination with the Operations Section Chief and report issues to the Logistics Section Chief.		
Implement dependent care service support per the BEMS Emergency Management Plan.		
Coordinate use of external resources to assist with service delivery.		
Advise the Logistics Section Chief immediately of any operational issue you are not able to correct or resolve.		
Meet routinely with the Logistics Section Chief for status reports, and relay important information to staff.		
Assess environmental services (housekeeping) needs in all staff activity areas.		
Report equipment needs to the Supply Unit Leader.		
Ensure staff health and safety issues being addressed; resolve with the Safety Officer when appropriate.		
Develop and submit a branch action plan to the Logistics Section Chief when requested.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Support Branch staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.		
Coordinate support to sick/injured staff. Collaborate and communicate with the Finance/Administration Section Compensation/Claims Unit Leader.		
Coordinate staff "line of duty death" response plan.		
Expand dependent care capacity as situation warrants and resources allow.		
Continue to provide Logistics Section Chief with periodic situational updates.		
Assess staff medical health status regularly; note absenteeism trends and investigate; report findings and recommendations to the Logistics Section Chief.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Provide continuing mental health information and assistance for staff as needed; coordinate pastoral care and solicited volunteer's assistance, in coordination with Operations Section; update the Logistics Section Chief.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Support Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Assist the Logistics Section Chief and Unit Leaders with addressing staff health and medical concerns.		
Assist the Logistics Section Chief and Unit Leaders with returning Support Branch operations to normal.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief.		
Upon deactivation of your position, brief the Logistics Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Logistics Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 206 – Staff Medical Plan • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • Facility maps and ancillary services schematics • Vendor support and repair directory

SUPPLY UNIT LEADER

Mission: Acquire, inventory, maintain, and provide equipment, supplies, and pharmaceuticals.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Support Branch Director			Signature: _____	
BEMS MACC Location: _____			Telephone: _____	
Fax: _____		Other Contact Info: _____		Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Appoint Personnel Staging Team members and in collaboration with Support Branch Director, complete the Branch Assignment List (ICS Form 204).		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Meet with and brief the Resources Unit Leader, Procurement and Supply Personnel, as appropriate.		
Dispatch pre-designated supply carts to activated areas. Request transportation assistance from the Resources Unit Leader.		
Establish and communicate the operational status of the Supply Unit to the Support Branch Director and Procurement Unit Leader.		
Determine on hand inventory of the following, based on the type of event. May include, but is not limited to: <ul style="list-style-type: none"> • Computers • Monitors • Printers • Radios • Forms and paperwork • Telephones • Power cords and strips • Computer accessories • Printing paper • Printer ink 		
Place emergency order(s) for the critical supplies, equipment and pharmaceuticals needed to the Supply Unit Leader and notify the Support Branch Director.		
Prepare to receive additional equipment, supplies, and pharmaceuticals. Collaborate with Resource Unit Leader to track arriving supplies.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Work through the Support Branch Director, Logistics Section Chief and Liaison Officer to request external resource acquisition assistance.		
Closely monitor equipment and supply usage.		
Notify Security Branch Director to insure control of medications, equipment and supplies, as needed.		
Restock equipment and consumables per request and at least every 12 hours.		
Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to provide regular situation briefings to Unit staff.		
Anticipate equipment, supplies, and pharmaceuticals that will be needed for the next operational periods, in consultation with the Operation's Section Chief and Resource Unit Leader. Place orders in collaboration with the Procurement Unit Leader and notify the Support Branch Director.		
Continue effective inventory control and replacement measures.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Coordinate re-supply ordering and restocking for the MACC.		
Repair/replace broken equipment.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Coordinate reimbursement issues with the Finance Section Chief.		
Debrief staff on lessons learned and procedural/equipment changes needed.		

Demobilization/System Recovery	Time	Initial
Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.		
Submit comments to the Support Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log\ • ICS Form 219 – Resource Status T-Cards • HICS Form 256 – Procurement Summary Report • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • PC with internet access, as available • Inventory list and vendor supply list

FACILITIES UNIT LEADER

Mission: Organize, manage and support building systems, equipment and supplies. Ensure proper cleaning and disinfection of MACC environment.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Support Branch Director	Signature: _____
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214) on a continual basis.		
Appoint Facilities Unit team members and in collaboration with the Support Branch Director, complete the Branch Assignment List (ICS Form 204).		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Receive a comprehensive facility status report as soon as possible from the Support Branch Director and obtain a synopsis of the Resource Status T-Cards (ICS Form 219).		
Ensure monitoring and evaluation of MACC media equipment including computers, televisions, and communication equipment.		
Determine on hand inventory of the following: <ul style="list-style-type: none"> • Gasoline and other fuels • Power generators • Water 		
Coordinate activities and inventories with the Planning Section's Unit Leaders.		
Place emergency orders for the above items, or other critical supplies and equipment with the Supply Unit Leader, as needed. Notify the Support Branch Director.		
Meet regularly with and brief the Resource Unit Leader and Supply Unit Leader.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Work through the Support Branch Director, Logistics Section Chief and Liaison Officer to request assistance with external resource acquisition.		
Closely monitor building system status, equipment and supply usage.		
Restock facility management and support areas per request and at least every 12 hours.		
Receive updated reports from the Logistics Section Chief.		
Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to monitor facility operations data and reports on MACC functional status.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.		
Continue to provide periodical situational updates to the Support Branch Director.		
Continue communication with appropriate external vendors, suppliers and agencies.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Facilities Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Coordinate orders for supply and restocking for hospital building systems and equipment.		
Repair/replace broken facility equipment.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.		
Submit comments to the Support Branch Director for discussion and possible inclusion in the After-Action Report; topics include:		

Demobilization/System Recovery	Time	Initial
<ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • PC with internet access, as available • Facility equipment inventory

FINANCE/ADMINISTRATION SECTION CHIEF

Mission: Monitor the utilization of financial assets and the accounting for financial expenditures.
Supervise the documentation of expenditures and cost reimbursement activities.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Incident Commander	Signature: _____
BEMS MACC Location: _____ Telephone: _____	
Fax: _____	Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Finance/Administration Section Job Action Sheets.		
Notify your usual supervisor of your ICS assignment.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Determine need for and appropriately appoint Finance/Administration Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (ICS Form 204).		
Brief Finance/Administration Section Unit Leaders on current situation, incident objectives, and strategy; outline Section action plan; and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed and, <ul style="list-style-type: none"> • Provide cost implications of incident objectives • Ensure that the Incident Action Plan is within financial limits established by the Incident Commander • Determine if any special contractual arrangements/agreements are needed. 		
Obtain information and updates regularly from Finance/Administration Section Unit Leaders; maintain knowledge of current status of all Units; inform Situation Unit Leader of status information.		
Distribute the Operational Log (ICS Form 214) to Finance/Administration Section staff and ensure time is recorded appropriately. Submit the Operational Logs (ICS Form 214) to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.		
Ensure Finance/Administration Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions on an Operational Log (ICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate frequently with the Incident Commander; brief routinely on the status of the		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Finance/Administration Section.		
Initiate the Resource Status T-Cards (ICS Form 219) to track equipment used during the response.		
Designate times for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan.		
Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.		
Work with the Incident Commander and other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures		
Ensure that the Finance/Administration Section is adequately staffed and supplied.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Finance/Administration Section staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Conduct regular situation update briefings with Finance/Administration Section.		
Continue to maintain the Resource Status T-Cards (ICS Form 219) to track equipment used during the response.		
Schedule planning meetings with Finance/Administration Section staff to update the Section action plan and demobilization procedures.		
Ensure that required financial and administrative documentation is properly prepared. Collate and process invoices received.		
Present financial updates to the Incident Commander and Command Staff every 8 hours and as requested.		
Ensure that routine, non-incident related administrative oversight of hospital financial operations is maintained.		
Continue to document actions and decisions on an Operational Log (ICS Form 214).		
Coordinate emergency procurement requests with Supply Unit Leader.		
Consult with local, state, and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs in the Finance/Administration Section decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		

Demobilization/System Recovery	Time	Initial
Collect and analyze all financial related data from Finance/Administration Section Units.		
Ensure processing and payment of invoiced costs.		
Submit required reimbursement paperwork and track payments.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section Chief.		
Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • ICS Form 219 – Resource Status T-Cards • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • BEMS inventory • Hospital financial data forms • State and DHS/FEMA reimbursement forms

TIME UNIT LEADER

Mission: Responsible for the documentation of personnel time records. Monitor and report on regular and overtime hours worked/volunteered.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____	
Position Reports to: Finance/Administration Section Chief Signature: _____	
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (ICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital's emergency incident response. Confirm the utilization of the Operational Log (ICS Form 214) by all Section Chiefs and/or Unit Leaders to account for time worked. Coordinate with Resources Unit Leader.		
Assist Resources Unit Leader in accounting for agency staff.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Collect all Operational Logs (ICS Form 214) from each work area for recording and tabulation every eight hours, or as specified by the Finance/Administration Section Chief.		
Forward tabulated Operational Logs (ICS Form 214) to the Cost Unit Leader every 12 hours or as requested.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to provide a summary of staff and volunteer personnel hours worked during the incident every 8 hours and as requested. Forward tabulated Operational Log (ICS Form 214) to the Cost Unit Leader every 12 hours or as requested.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Time Unit decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Submit all Section Personnel Time Sheets to the Cost Unit Leader.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment Sheet • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • Standard timekeeping/payroll procedures

PROCUREMENT UNIT LEADER

Mission: Responsible for administering accounts receivable and payable to contract and non-contract vendors.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____	
Position Reports to: Finance/Administration Section Chief Signature: _____	
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (ICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Ensure the separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan.		
Establish a line of communication with the Supply Unit Leader to insure resource coordination.		
Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative.		
Interpret and initiate contracts/agreements to minimize costs (when possible) and resolve disputes.		
Establish and document emergency agreements for the sharing, transfer of material, supplies, etc., to other entities.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Maintain log of all purchases related to the incident and initiate the Procurement Summary Report (HICS Form 256).		
Collect invoices and other records to reconcile them with the procurement agreements		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
before forwarding them to the Cost Unit Leader.		
Forward a summary accounting of purchases on the Procurement Summary Report (HICS Form 256) to the Cost Unit Leader every 12 hours, or as determined by the Cost Unit Leader.		
Coordinate with the Supply Unit Leader to ensure that procurements meet the needs of the requestors.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to maintain the Procurement Summary Report (HICS Form 256), identifying all contracts initiated during the incident.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Procurement Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure complete closure of contracts, agreements, purchases, etc, relating to the emergency incident.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none">• Incident Action Plan• ICS Form 204 – Branch Assignment List• ICS Form 207 – Incident Management Team Chart• ICS Form 213 – Incident Message Form• ICS Form 214 – Operational Log• HICS Form 256 – Procurement Summary Report• BEMS emergency operations plan• BEMS MACC organization chart• EMS telephone directory• Radio/satellite phone• Standard procurement protocol, including coding information• Contract and non-contract vendor lists

COMPENSATION/CLAIMS UNIT LEADER

Mission: Responsible for receiving, investigating and documenting all claims reported to BEMS MACC during the emergency incident, which are alleged to be the result of an accident or action during the activation to agency or contract staff.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____	
Position Reports to: Finance/Administration Section Chief Signature: _____	
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (ICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Receive, investigate and document claims issued by employees and non-employees. Use photographs or video documentation when appropriate.		
Obtain statements as quickly as possible from all claimants and witnesses.		
Enlist the assistance of the Safety Officer, Security Branch Director and Employee Health and Well-Being Unit Leader, as needed.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Inform the Finance/Administration Section Chief of all claims as they are reported.		
Document claims on hospital risk/loss forms. Coordinate with hospital Risk Management.		
Ensure that records required by insurers, government and other agencies for loss recovery are accurately compiled, maintained, and available.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Report any cost incurred as a result of a claim to the Cost Unit Leader as soon as possible.		
Prepare a summary of all claims reported during the incident every 12 hours and as requested.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the appropriate Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Compensation/Claims Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Compile final claims report(s) and submit to Finance/Administration Section Chief.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory

Documents/Tools
<ul style="list-style-type: none">• Radio/satellite phone• Standard claims protocol/procedure• Insurer information• Relevant government protocols• Claims log form

COST UNIT LEADER

Mission: Responsible for providing cost analysis data for the declared emergency incident and maintenance of accurate records of incident cost.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Finance/Administration Section Chief Signature: _____	
BEMS MACC Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (ICS Form 207). Put on position identification.		
Notify your usual supervisor of your ICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (ICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (ICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Establish cost reporting procedures, including proper coding.		
Implement third-party billing procedures.		
Implement procedures for receiving and depositing funds.		
Document all communications (internal and external) on an Incident Message Form (ICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Maintain cost tracking and analysis.		
Collect copies, summaries, or original documentation of costs from all cost centers.		
Prepare a cost-to-date summary report for submission to the Finance/Administration Section Chief every eight hours and as requested.		
Inform Section Chiefs of pertinent cost data at the direction of the Finance/Administration Section Chief or Incident Commander.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		

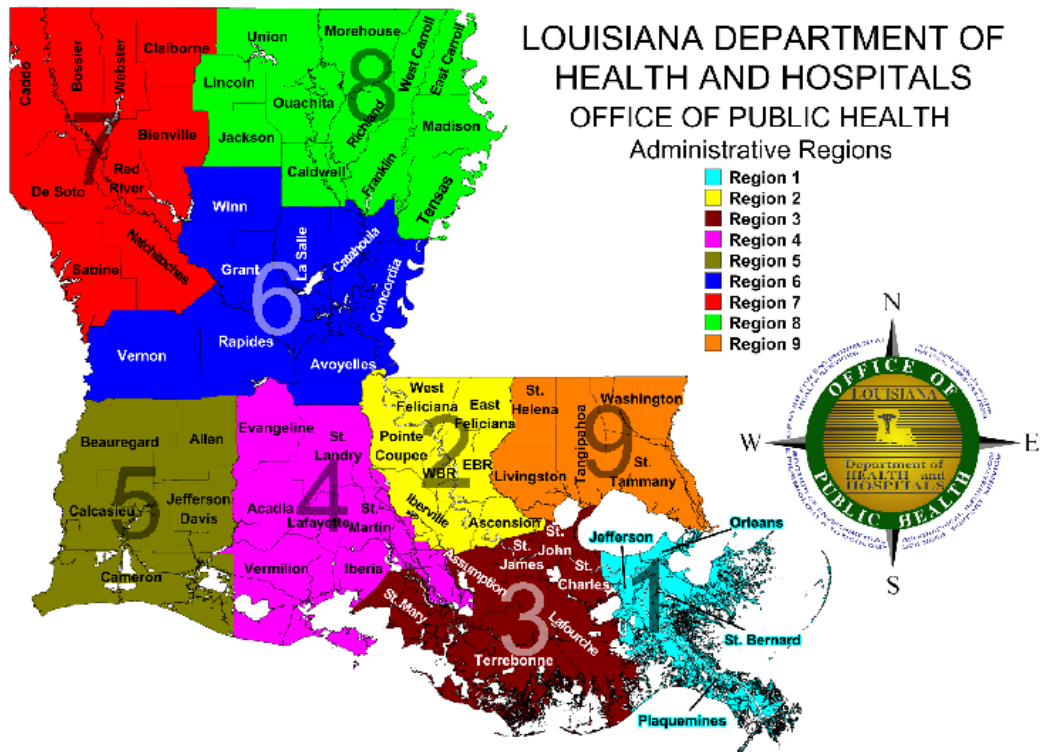
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to prepare a summary of all costs incurred during the incident every 12 hours and as requested.		
Continue to document actions and decisions on an Operational Log (ICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for the Cost Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Compile final cost accounting report(s) to Finance/Administration Section Chief.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Complete all cost records and prepare a report/summary of incident costs.		
Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • ICS Form 204 – Branch Assignment List • ICS Form 207 – Incident Management Team Chart • ICS Form 213 – Incident Message Form • ICS Form 214 – Operational Log • BEMS emergency operations plan • BEMS MACC organization chart • EMS telephone directory • Radio/satellite phone • Standard cost accounting protocols/procedures • Cost-to-date summary report form

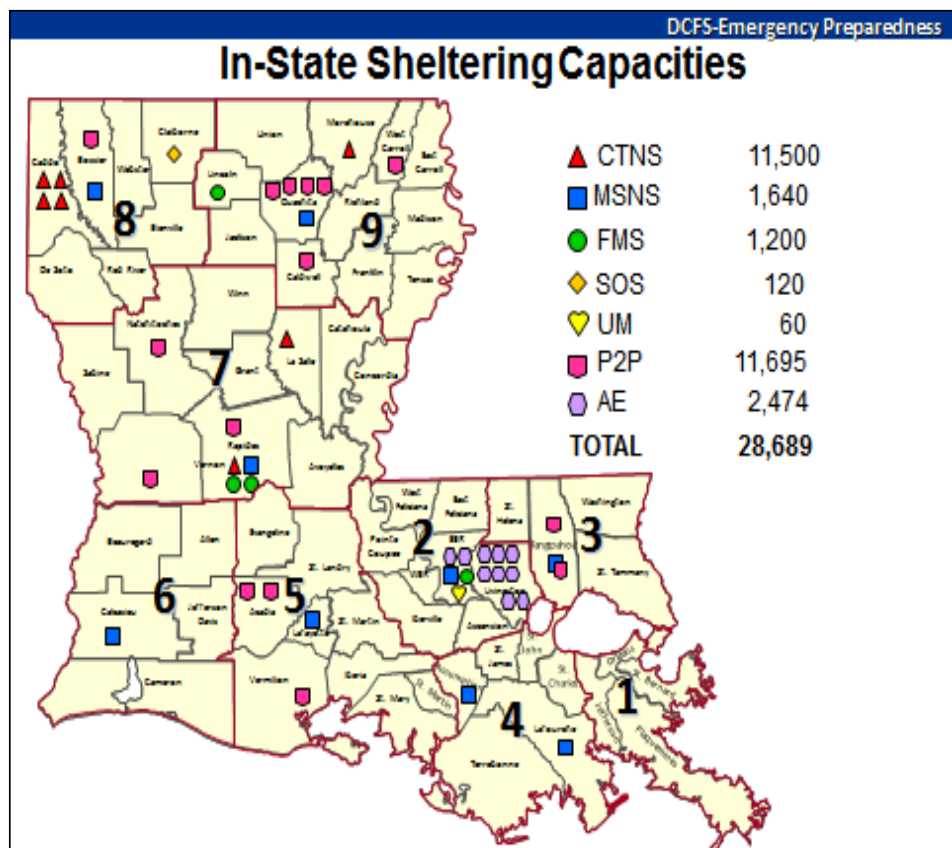
Appendix F

DHH Regional Map



Appendix G:

State Shelter Capacity Map



NOTE:

As reported by LA DCFS Emergency Preparedness in June 2013

Appendix H:

EMS DRC Roster

EMS DESIGNATED REGIONAL COORDINATORS (DRCs) 2014						
REGION	NAME	SERVICE AFFILIATION	OFFICE#	CELL#	CELL CARRIERS	E-MAIL
1 PR	Jared Chaisson	East Jefferson General Hospital EMS		985-855-2897	AT&T	Region1EMSdrc2@gmail.com
1 BU	Frank Graff III	Independent Affiliation		504-234-7193	Verizon	frank.graff@carcambulance-la.com
2	Michael Hammett	Acadian Ambulance & Air Med Services, Inc		225-200-2925	AT&T	michael.hammett@gmail.com
3 PR	Chad Davis	Acadian Ambulance & Air Med Services, Inc	985-876-8704	985-637-0695	AT&T	cdavis@acadian.com
3 BU	Glenn Naquin, Jr.	Acadian Ambulance & Air Med Services, Inc	985-223-0853	985-791-7496	Verizon	Cnaquin@acadian.com
4 PR	Donald Simon Jr.	Acadian Ambulance & Air Med Services, Inc	337-521-3490	337-319-7710	AT&T	dsimon@acadian.com
4 BU	Edward Burleigh	Acadian Ambulance & Air Med Services, Inc	337-291-1572	337-278-1268	AT&T	eburleigh@acadian.com
4 BU	Taylor Richard	Acadian Ambulance & Air Med Services, Inc	337-291-1572	225-270-1157		taylor.richard@acadian.com
5 PR	Mark Conner	Acadian Ambulance & Air Med Services, Inc	337-475-2890	337-912-2668	AT&T	Mconner@acadian.com
5 BU	Lane Owens	Acadian Ambulance & Air Med Services, Inc	337-475-2890	337-316-2974	AT&T	lowers@acadian.com
5 BU	Billy Vincent	Acadian Ambulance & Air Med Services, Inc	337-475-2890	337-302-9275	AT&T	svincent@acadian.com
6 PR	Dustin Etheridge	Acadian Ambulance & Air Med Services, Inc	318-441-2277	318-541-6395	AT&T	Detheridge@Acadian.com
6 BU	Jacob Andries	Acadian Ambulance & Air Med Services, Inc	318-441-2262	318-290-0447	AT&T	jandries@acadian.com
7	Cheryl McIntyre	Bossier Parish EMS	318-741-9201	318-464-7995		bpcms505@belsouth.net
7	Casey McBeath	Balentine Ambulance Service		318-422-4226		casev@balentineambulance.com
8 PR	Johnny Ogden	NELA Ambulance Service		318-729-2677	AT&T	ogden218@gmail.com
8 BU	Daniel Haynes	American Medical Response-AMR		318-801-0359	AT&T	Daniel.Haynes@amr.net
9 PR	Dwain Meche	Acadian Ambulance & Air Med Services, Inc	337-291-3333 Fax 337-291-2297	985-974-4000	AT&T	Dmeche@acadian.com
9 BU	Taylor Jacobsen	Acadian Ambulance & Air Med Services, Inc	985-345-9116	985-320-3944	AT&T	Tjacobsen@acadian.com
PR= PRIMARY DRC CONTACT	EMS DRC Support:	Position	OFFICE#	CELL#		E-MAIL
BU= BACKUP DRC CONTACT	Liz Fiato	EMS Disaster Preparedness/Response PM	225-925-3840	225-366-8342		Elizabeth.Fiato@la.gov
	Bob Brankline	EMS Training	225-925-7216			bob.brankline@la.gov
	Rose Johnson	EMSC	225-925-7244			rose.johnson@la.gov
	Fabian Blache III	Workforce Development and Licensure	225-925-7224			Fabian.Blache@LA.GOV
	Sieve Phillippe	Deputy Director	225-925-7200			steve.phillipe@la.gov
	Donnie Woodyard, Jr	State EMS Director	225-590-3555	225-590-3555		Donnie.WoodyardJr@la.gov
	Chris Hector	LERN Administrative Director	225-756-3440			chris.hector@la.gov
	ID-EPI Hotline		1-800-256-2748			
	LERN 24Hr Hotline		1-866-320-8293			